

**UNITED STATES OFFICE OF DEFENSE COOPERATION
PARAGUAY**

**GUIDEBOOK FOR PARAGUAYAN STUDENTS
GOING TO U.S. SERVICE SCHOOLS**



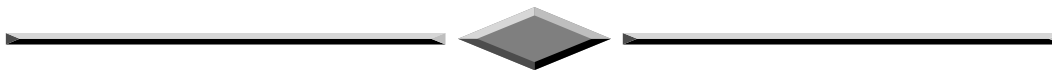
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PRACTICAL ADVICE IN THE USE OF THE ENGLISH LANGUAGE

GENERAL You have been selected to go to the United States for training to help advance the capability of your country's military forces. The training school you attend will have classes taught only in English. Since most of your instructors will not speak Spanish, and since there may be many Americans in your class, you should speak and understand English very well before you take this training. If you are traveling with other Paraguayans, you should start speaking English now and practice during the trip.

AT THE SCHOOL When you arrive at the school, you may find students from other countries who are also learning English. Many schools conduct a short orientation class which will include English instructions prior to the beginning of the regular course. In any case, use all resources available to get your ears and your mind accustomed to the sound. You may have as many as a dozen different instructors, all of whom will speak English with a slightly different accent and at a different rate. At first this may be difficult for you, but you will become accustomed to it. Many schools have language laboratories or offer English language instruction during off-duty hours. We recommend you buy a good English-Spanish/Spanish-English dictionary. Most schools have a bookstore where you should be able to find one, or buy one in Asuncion and take it with you. Radio, television and newspapers will help you learn popular words and phrases and don't forget the many magazines and newspapers available.



YOUR TRIP TO THE UNITED STATES

PREPARATION You will have many things to do before you start your trip. Since you will be in the United States for a long time, you would be wise to prepare very carefully before you leave. When you leave Paraguay, you should have in your possession U.S. currency in the amount of approximately \$500. This should cover your various travel costs and the first 15 days at the school. By spending carefully and wisely, you will find that you will be able to live adequately on the money you receive from the U.S. and your government. You should have your money changed into U.S. dollars before you depart Paraguay. There are probably only a few banks in the area of your school that will accept foreign money. It is a good idea to buy traveler's checks, which are good all over the world and are safe from loss or theft.

The amount of baggage you may bring with you is stated in your invitational travel orders (ITO). If you are an FMS student, no baggage will be transported for you at U.S. government expense. You must comply with baggage shipment restrictions. It is a very good idea to put one copy of your ITO inside each piece of your baggage. Doing this will help identify your baggage if it becomes lost. While you are traveling to the United States, you should not put all copies of your ITO inside your baggage. After you put one copy in each suitcase, you should hand-carry all other copies of the ITO. Make sure that your name and destination is on the outside of each bag.



You will want to bring the proper clothing for your stay in the United States. The type of clothing you will need depends on the area of the country and season. If you are going to be in many parts of the U.S. in the winter, you must have a heavy winter coat. In the south, a raincoat will be enough.

Do not carry any kind of weapon or ammunition to the United States. Airline and military regulations strictly control possession of firearms.

You may not bring drugs narcotics, fruits, or meats into the United States. Most canned foods are acceptable. Since the amount of baggage is limited, you would be wise not to bring items which can be bought easily in the United States.

DEPENDENTS If you are permitted to bring your family to the United States, we recommend your family arrive in the U.S. at least four weeks after your arrival. This will give you a chance to get settled and find them a place to live.

Military identification (ID) cards are available to dependents of trainees only if your ITO states specifically that your dependents may accompany you to the U.S.

For most training, we recommend you travel alone. You will not receive extra time between bases to move your family. In addition, the U.S. Government will not pay for your family's travel expenses.

DEPARTURE FROM PARAGUAY Normally, you will depart from Asuncion and travel by air aboard American Airlines to Miami, Florida; you will then continue by air to your destination. If your school is in the South, you might fly to Washington DC or Atlanta, GA. You should check in at the ticket counter at the “Silvio Pettrossi” Airport at least two hours before the departure of your plane. You must have the following documents in your possession:

Passport with U.S. visa

Paraguayan Military orders authorizing your travel

The ITO issued by the USODC

Your airline tickets

U.S. cash/traveler’s checks sufficient to cover your trip expenses and the first 15 days of school (at least \$500)



You should hand-carry all official papers that you use while you are traveling to the United States. Always have a copy of your ITO with you. You will also need to reconstruct your travel itinerary to the U.S. You must keep a record of all arrival and departure times for each stop that you make during your trip. Keep receipts of all your travel expenses.

You must list on a customs declaration form all items that you are bringing into the U.S. If you receive a blank customs declaration form before you plane lands in the U.S., you can fill it out on the plane. Doing this will facilitate processing through customs. When you get off the plane, the Customs Inspector will probably inspect your baggage. You are expected to bring only items that are for your personal use. If you bring items to sell or give away as gifts, you may have to pay customs duty tax on those items.

TRAVEL TO SCHOOL

Upon arrival in the U.S., you may be met in the arrival area by a military member. The military member will probably be holding a sign with your name on it. Occasionally there is no one available for the arrival in which case you should report to the Military Assistance Center.

If all or part of your baggage is lost in transit, report this to the customs officials. When you are finished going through customs, report the missing bags to an airline ticket agent.

It is very important that you do not delay while you are traveling to your school. If you are in the IMET program, you will not be paid for periods of delay that are not authorized in your travel orders.

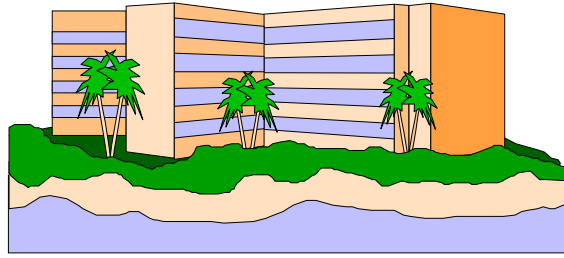
MONETARY ALLOWANCES Pay during the time that you are traveling will vary based on where you are, how long you are there and whether or not government quarters and rations are furnished. The exact amount will be determined by the finance officer at the school after your arrival.

During your travel to and return from the U.S., keep a detailed record of your travel, showing hour, date, and place of departure, method of travel, and hour, date and place of arrival at the next point until your arrival at the school. You must have this information in order to insure you are properly paid. Upon being paid, you will be given a copy of the pay voucher. Save this and all other vouchers for your personal records.

ARRIVAL AT YOUR DESTINATION You will probably be met at the airport nearest your school and escorted to the school. If not, you should take a bus or taxi from the airport to the military base where your school is located. Ask your bus or taxi driver for a signed receipt. When you arrive, go directly to the International Training Officer to sign in.

WELCOME!

SCHOOL PROCESSING All service schools have definite procedures for processing students in and out of their school. The information brochure on your school, if available, will give you some of the details involved, and on your arrival, the International Training Officer will assist you. You will meet him or her shortly after your arrival. The training office will assist you and all other foreign students at the school. They will serve as your point of contact on all administrative matters and will assist you in your departure arrangements. Do not hesitate to contact the training office for any problems or questions you may have.



DURING YOUR STAY TYPE OF LIVING ACCOMMODATION AT THE SCHOOL

OFFICERS Student officers live in buildings called Visiting Officers Quarters (VOQs). You may share a room with another officer.

ENLISTED STUDENTS Enlisted students are usually lodged in the dormitories of the unit to which they are assigned.

UNIFORM REQUIREMENTS AND PURCHASE OF U.S. UNIFORMS

You will not be able to buy the uniforms of your country in the U.S. The sale of distinctive United States military uniforms and insignia to personnel of other countries is forbidden by U.S. military regulations. For most areas of the U.S., we recommend you bring two complete winter uniforms, four complete summer uniforms, a raincoat and a winter topcoat or jacket. If work uniforms are required for your training, bring two work uniforms and a pair of work shoes. You should also bring other necessary items such as socks, underwear, hats, regular uniform shoes and military insignia. You will be able to buy socks, ties, shoes and underwear at the U.S. military exchange, since these items are not considered distinctive uniforms items. You may bring civilian clothing or special national or military costumes with you if you wish. You may buy civilian clothing at the military exchange or civilian clothing stores. There are two kinds of clothing stores at each military installation: “military clothing store”, that sells uniforms and equipment. The “base exchange,” where prices are usually slightly higher, sells uniforms and other clothing.

The International Training Officer will advise you if a name tag is required. The wearing of the name tag permits you to learn the names of your classmates quickly and assists others in learning your name.

Formal or dress uniforms are not required. In the event of a formal party or reception, your regular uniform will be acceptable. In most cases, a dark colored suit will be satisfactory.

Civilian clothing is authorized for off-duty wear. You may find it more convenient to wear your uniform when away from the base. In this way, you will be sure

of complete cooperation in the event that you need help or assistance. The Exchange and other local stores will carry a complete selection of civilian clothing, if you find you did not bring what you need.

OFF DUTY TRAVEL During the time you are at school, you will have ample time to visit nearby communities and places of interest. Most military bases are served by several modes of transportation, such as buses and taxis. For longer trips on weekends, or on leave, buses are relatively inexpensive. Often you will find bus tours which cover the areas of historical interest in the area.

PRIVATELY-OWNED AUTOMOBILES We recommend you not purchase a car during your stay. If you do, you must comply with state laws, purchase insurance and meet vehicle registration requirements. A valid driver's license is necessary. Most states accept the international driver's license, so if you are planning to drive, you should get one before departing Paraguay.

AMERICAN MILITARY CUSTOMS AND COURTESIES

While you are a student in the United States you will also be an unofficial ambassador for Paraguay. During your stay in the U.S., your actions will speak not only for you but for your country as well.

You will be treated in the same manner as a United States officer or enlisted person of the same rank as you; however, you must remember that there will be differences between your customs and those of American military personnel, so everyone must use understanding to resolve the differences in customs. Since you will have the same privileges as American military personnel, you will also have the same responsibilities: therefore, you will be expected to observe the policies, rules, and regulations of military bases in the U.S.

You will be expected to follow military courtesies while you are on a U.S. military installation. Proper courtesy and respect must be shown at all times. If you report to a superior officer, you will be expected to do so in the same military way that you would use in your own country. Before you enter any office, you should request an appointment through the secretary or receptionist. It is not proper to enter an office without being announced and invited to enter.

The senior officer is always given the position of honor. The United States has many women in all services. The women are in the same position and receive the same respect as a man who wears their rank. The word "Sir" is always used when an enlisted person speaks to a male officer and when one officer addresses a male officer of higher

rank. The word “ma’am” is always used when the senior officer is a woman. The salute is an act of military courtesy; therefore, when you meet any officer outdoors who is senior to you in rank, you must always render a salute. The salute is most often used out of doors when military people meet or pass each other. The salute is used indoors when you report to an officer and at ceremonies such as graduations. In the United States, military men and women do not salute civilians except the President of the United States.

When the American flag is being raised or lowered, or when the national anthem is being played, you should stand at attention. If you are in civilian clothes, it is proper to remove your hat.

An instructor is responsible for maintaining control of a training situation at all times. The rules of conduct apply equally to all trainees; however, instructors are to be mindful of customs and traditions of the various foreign trainees. Any breach of etiquette or protocol will be brought to the attention of the appropriate International Training Officer.

DISCIPLINE AND APPLICABILITY OF U.S. CIVIL AND MILITARY LAW

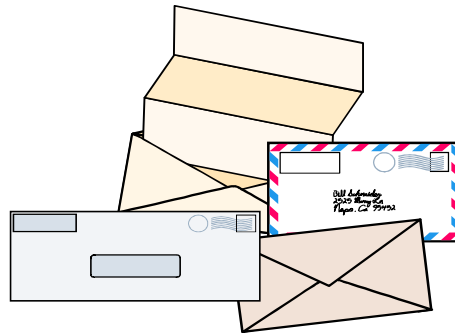
You will be subject to and expected to obey the civil and military laws of the U.S. during the period of your visit. If you have any question about laws, contact the International Training Officer. The United States will return all students who violate a law, regulation or whose actions are a detriment to Paraguay.



ENTERTAINMENT Almost no limitations are placed on the means of entertainment available to you. If you have the time, desire and the money, you can participate in a wide variety of activities. Each military installation has extensive recreational facilities available, to include: movie, theaters, library, service club, Officers Club, NCO Club, craft or hobby shop, gymnasium, swimming pool, bowling alley, tennis court, golf course and so on. In the local community you may find cultural and historical points of interest, parks, museums, theaters, as well as fine restaurants, night clubs and other entertainment. These activities usually cost less on base than similar activities in the civilian community.

RELEASE OF INSTRUCTIONAL MATERIAL Your school will authorize you to keep certain instructional material which you receive and use during your course of instruction. Check with the International Training Officer to find out what you may keep. You may request any additional materials. The school bookstore sells publications which you may wish to bring back to Paraguay.

INTERNATIONAL MAIL Postal facilities are available at all service schools. You will use international mail facilities and should address your letters as you would normally. Your mail should be addressed as shown in the information brochure for your school. Upon arrival at the school, you may be assigned a mail box number which you should furnish to your correspondents. All mail to you must be sent via international mail. Air mail to and from Paraguay normally takes three days. Please inform your family and friends that certain articles, among them meat and food products are prohibited entry into the U.S. and that any package containing such items will be returned at the sender's expense.



SECURITY LIMITATIONS APPLICABLE TO TRAINING Your classmates may include U.S. and other foreign students. If a classified block of instruction is included in your course, allied students will be excused and scheduled for other instruction or given free time. This is due to U.S. security regulations. In many cases, you will be given unclassified instructions on the same subject.

STUDY HABITS, HELP AND ADDITIONAL TRAINING You may find that you will have to study extensively. Establish regular study habits and stick to a suitable schedule. If you find that you are having trouble with your studies, you may use the services of a number of people to assist you, including the following:

INTERNATIONAL TRAINING OFFICER He/she will assist you in obtaining extra instruction in English if you need it, and also for the specific subjects with which you are having trouble.

FACULTY ADVISOR Generally, one faculty member is assigned as your class advisor. He/she will also be available to assist you.

YOUR CLASSMATES Your classmates will assist you in many ways, and you will probably help them too. Do not hesitate to ask for help if you need it. Remember, it is important to you and your country that you benefit as much as possible from your stay at the school.

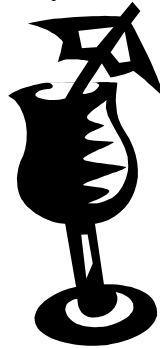
Your ITO indicates the only training courses you are scheduled and authorized to attend while in the U.S. All requests for additional training must originate with your Ministry of Defense and be processed through the U.S. Paraguay.

OFF-DUTY EMPLOYMENT Foreign trainees are **NOT** authorized to accept off-duty employment.

LEAVE POLICY You may normally take leave upon completion of your final course of instruction in the U.S. Any travel involved will be at your own expense. You are authorized leave, at no cost to the U.S. government. The International Training Officer will furnish you with the prescribed procedure in detail.

AMERICAN CUSTOMS AND COURTESIES

This portion of the guide is especially for Paraguayan students who are going to the United States for the first time. Its purpose is to help answer some questions often asked by newcomers. Students visit the United States to study technical subjects, but your life outside of the classroom is also important. Being in the United States should consist of more than just your studies. Each of you comes with rich traditions and cultural backgrounds. You should also learn something about the American way of life. You should try to learn as much as possible about the customs and cultures of the American people, as they will learn about yours.



Most Americans that you meet will be interested in what your country is like. They may ask questions which seem peculiar to you. At first, you may have difficulty understanding each other. Try to make friends with the American people. Only then can you return home with a better understanding of the United States.

People who visit the United States from other countries often have preconceived ideas about what Americans are like. Almost any sentence that begins with “All Americans are...” is certain to be wrong. The things you see in movies or on television, or what you read in books, may be inaccurate. The U.S. is a mixture of many different kinds of people. Some Americans are very informal and friendly; others are quite formal and slow to make friends.

It is important that you understand American ways, since you are going to be living and working with people in the United States for the coming weeks or months. You should remember that if American customs seem strange to you, your customs may seem strange to an American.

Do not be surprised if an American does not understand your ways. Also, be aware that just as a visitor in your country may do something against your customs that would insult you, it is possible for you to do something that might offend an American. If you are not sure of what would be proper to do in a situation, you should ask. He or she will be glad to explain. United States laws are written to guarantee equal opportunity to all people. Race, religion, national background or political beliefs do not stop a person from getting a job or holding public office. The United States has a “government of the people, by the people, and for the people.”

The United States is not a land of strict social classes. A person can improve himself by education and hard work. A person’s intelligence, energy, and initiative are his/her only limits.

Americans often introduce themselves. If you are near someone with whom you wish to talk, and if there is no one to make an introduction, you might say, “I am from Paraguay. I am a student in the U.S.”

Men always shake hands when introduced. When a woman is introduced to a man, the man should wait until the woman extends her hand, otherwise, a slight nod of the head will suffice.

To some people we say, “Hello”. To others we say, “How do you do?”; sometimes we just say “Hi.” The distinction is based not on class, age or importance, but is more a matter of how well we know the person. You usually say “How do you do” the first time you meet a person. “Hi” is the least formal greeting.

When leaving a conversational group or after a casual meeting, we say, “Excuse me; I must leave. It was nice seeing you (again)”, or “I must get back to work--I’ll see you later”. If we say, “I’ll be seeing you” or “see you”, we do not mean to issue a definite invitation. It is an expression used to mean good-bye for now.

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A general rule when you are invited to eat with other people is to eat quietly without any kind of noise. Watch your host or hostess and do as they do. If you are puzzled by some table custom, ask your table companion. If there are a number of knives and forks at your place, use the outside ones first and work inward toward the plate. The shorter knife is for butter, the longer one for meat. The teaspoon or smaller spoon is for tea or coffee, the larger one for soup. Short forks are for salad or dessert.



Answer all invitations promptly by letter or telephone. A verbal invitation can be accepted or declined immediately by saying “I’ll be delighted to come” or “I’m sorry, I can’t come, but I appreciate your kind invitation.” Do not say merely, “Thank you”, and leave your host uncertain as to whether you will come or not.

When leaving a party, or a host, one always speaks to the host and hostess to thank them for the invitation. If you had a good time, say so. It is always kind and courteous to write a note to the host or hostess after a visit that was especially enjoyable.

If you are invited to stay overnight in a friend’s house, you should offer some form of help, like clearing the table. Participate in the work and play of the family, and say a few appreciative words about the food and the home.

Some people think that Americans are always in a hurry. This is not always true. Americans do not like to waste working hours. Most are very conscious about time in their business and social appointments. For example, if a person has an appointment at 0900 will try to be there at or before 0900. If a person is going to be late for an appointment, in the U.S. it is considered polite to telephone and say that he is going to be late and apologize. If a person knows that he is going to be more than 30 minutes late, he should telephone and ask to change the time of the appointment. It is considered very bad manners in the U.S. to be late or not to come at all for a scheduled appointment without notifying the person who is waiting.

Although American women have a lot of freedom, they do prefer to be treated with courtesy and respect at all times. Men open doors and hold them open for women and older people so that they may pass first. Men walk on the street side when they are walking with a woman on a sidewalk. A man helps a woman to be seated at a

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table and the man sits after she is seated. (The man helps the woman to his right to be seated by pulling the chair out for her and then pushing the chair in gently as she sits down.) It is polite for men to offer their seat in places such as a bus or a train to women and older people, when there are not other seats available.

Single American women are free to choose whom they wish to go out with socially. A social engagement between a man and a woman is called a “date.” Most American women want to get to know a man fairly well before they will accept a date

with him. An American woman also will enjoy talking or dancing with different men, but she will usually only agree to go on a date with a man she knows fairly well. When she is on a date, she will not usually spend time with someone else. A married woman will almost never go out with a man without her husband. Asking any married woman for a date is of course considered bad manners.

You should not talk in theaters, concerts, class, libraries, or in church, unless it is absolutely necessary, and then you should speak only in a soft or low voice. It is not polite to carry on a long conversation in your own language if there are others nearby who do not understand.



It is against the law to smoke cigarettes in all public places such as restaurants, hospitals, airports, schools, churches, etc. Some places have smoking sections, but be sure to look for signs before you light up. If you are visiting a private home, you must ask your host or hostess if you may smoke. Always look for an ashtray, and never put your ashes in your plate or on the floor.

DRINKING AND DRIVING

In the United States, driving an automobile (or riding a bicycle) while under the influence of alcohol is considered a serious crime. Simply stated, if you are fortunate enough to avoid an accident, you will very likely be arrested. You will spend time in jail and be subject to severe financial penalties. You will be sent back to Paraguay with no hope of ever returning to the U.S. for future training.

AFTER YOUR TRAINING

After completing all training courses in the United States, please respond to the following questions and send them to USLOT at the address given below, before you leave the United States. This is important for us to help future trainees going to the U.S.

1. Did you encounter any transportation problems; if so, what were they, and in what location? Were you met at the airport or did you have to find your own transportation?
2. Did you encounter any financial or pay problems; were you paid on time?
3. Were the allowances provided adequate for you housing and subsistence?
4. Did the International Training officer assist you enough in settling in and on other administrative and general matters?
5. Do you feel your sleeping quarters were adequate; if not, in what areas were they deficient?
6. Was the pre-departure briefing helpful and accurate?
7. What is your evaluation of the training you received in relation to its application to your job assignment in the Paraguayan Armed Forces?
8. Do you feel other students would benefit from the sequence of training you received? Do you feel the sequence should be altered?
9. Did you receive additional help from instructors when you requested it?
10. Did you have enough study time; and free time for sports and recreation?
11. Did you encounter any discourtesy from U.S. personnel during the periods of official duty? Off duty?

12. Did you room with an American or foreign student? If with an American, do you feel that it significantly increased your English comprehension level?

13. If you were to return to the United States for training at a later date, what would you do differently from what you did during this recent training tour?

14. Is there anything you want to tell about your experiences on this trip to future Paraguayan students in order to make the experience better for them?

15. Please make any other comments concerning the training you have received.

Please complete this questionnaire and mail or deliver it to USLOT in Paraguay.